

Administrative Plan -Table of Contents

Introduction

ABOUT THE REFERENCES CITED IN THE MODEL ADMINISTRATIVE PLAN

Chapter 1

OVERVIEW OF THE PROGRAM AND PLAN

PART I:	THE PHA.....	1-1
	1-I.A. Overview.....	1-2
	1-I.B. Organization and Structure of the PHA.....	1-2
	1-I.C. PHA Mission	1-2
	1-I.D. The PHA's Programs	1-3
	1-I.E. The PHA's Commitment to Ethics and Service	1-3
PART II:	THE HOUSING CHOICE VOUCHER (HCV) PROGRAM.....	1-6
	1-II.A. Overview and History of the Program.....	1-6
	1-II.B. HCV Program Basics.....	1-7
	1-II.C. The HCV Partnerships.....	1-7
	The HCV Relationships:.....	1-8
	What does HUD do?.....	1-9
	What does the PHA do?.....	1-9
	What does the Owner do?.....	1-10
	What does the Family do?	1-10
	1-II.D. Applicable Regulations.....	1-11
PART III:	THE HCV ADMINISTRATIVE PLAN.....	1-12
	1-III.A. Overview and Purpose of the Plan.....	1-12
	1-III.B. Contents of the Plan (24CFR 982.54).....	1-12
	Mandatory vs. Discretionary Policy	1-13
	1-III.C. Organization of the Plan	1-14
	1-III.D. Updating and Revising the Plan	1-14

Administrative Plan -Table of Contents

Chapter 2 FAIR HOUSING AND EQUAL OPPORTUNITY

PART I:	NONDISCRIMINATION.....	2-2
	2-I.A. Overview.....	2-2
	2-I.B. Nondiscrimination	2-2
	Providing Information to Families and Owners	2-3
	Discrimination Complaints.....	2-3
PART II:	POLICIES RELATED TO PERSONS WITH DISABILITIES	2-5
	2-II.A. Overview.....	2-5
	2-II.B. Definition of Reasonable Accommodation	2-5
	Types of Reasonable Accommodations.....	2-5
	2-II.C. Request for an Accommodation	2-6
	2-II.D. Verification of Disability.....	2-6
	2-II.E. Approval/Denial of a Requested Accommodation [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act, Notice PIH 2010-26].....	2-7
	2-II.F. Program Accessibility for Persons with Hearing or Vision Impairments	2-8
	2-II.G. Physical Accessibility.....	2-9
	2-II.H. Denial or Termination of Assistance	2-10
PART III:	IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP).....	2-11
	2-III.A. Overview.....	2-11
	2-III.B. Oral Interpretation	2-12
	2-III.C. Written Translation.....	2-12
	2-III.D. Implementation Plan.....	2-13
Exhibit 2-1:	Definition of a Person with a Disability Under Federal Civil Rights Laws [24 CFR Parts 8.3, and 100.201].....	2-14

Administrative Plan -Table of Contents

Chapter 3 ELIGIBILITY

PART I:	DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS.....	3-2
3-I.A.	Overview.....	3-2
3-I.B.	Family and Household [24 CFR 982.201(c), HUD-50058 IB, p. 13]	3-2
	Family	3-2
	Household.....	3-3
3-I.C.	Family Breakup and Remaining Member of Tenant Family.....	3-3
	Family Breakup [24 CFR 982.315]	3-3
	Remaining Member of a Tenant Family [24 CFR 5.403]	3-4
3-I.D.	Head of Household [24 CFR 5.504(b)]	3-4
3-I.E.	Spouse, Cohead, and Other Adult	3-4
3-I.F.	Dependent [24 CFR 5.603].....	3-5
	Joint Custody of Dependents.....	3-5
3-I.G.	Full-Time Student [24 CFR 5.603, HVC GB p. 5-29]	3-5
3-I.H.	Elderly and Near-Elderly Persons, and Elderly Family [24 CFR 5.100 and 5.403]	3-5
	Elderly Persons	3-5
	Near-Elderly Persons	3-5
	Elderly Family	3-6
3-I.I.	Persons with Disabilities and Disabled Family [24 CFR 5.403].....	3-6
	Persons with Disabilities.....	3-6
	Disabled Family.....	3-6
3-I.J.	Guests [24 CFR 5.100]	3-6
3-I.K.	Foster Children and Foster Adults.....	3-7
3-I.L.	Absent Family Members.....	3-7
	Definitions of Temporarily and Permanently Absent.....	3-7
	Absent Students	3-7
	Absences Due to Placement in Foster Care [24 CFR 5.403].....	3-8
	Absent Head, Spouse, or Cohead	3-8
	Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22]	3-8
	Return of Permanently Absent Family Members	3-8
3-I.M.	Live-In Aide.....	3-9

Administrative Plan -Table of Contents

PART II:	BASIC ELIGIBILITY CRITERIA.....	3-10
3-II.A.	Income Eligibility and Targeting.....	3-10
	Income Limits.....	3-10
	Types of Low-Income Families [24 CFR 5.603(b)].....	3-10
	Using Income Limits for Eligibility [24 CFR 982.201].....	3-10
	Using Income Limits for Targeting [24 CFR 982.201].....	3-11
3-II.B.	Citizenship or Eligible Immigration Status [24 CFR 5, Subpart E].....	3-11
	Declaration [24 CFR 5.508].....	3-11
	Mixed Families.....	3-13
	Ineligible Families [24 CFR 5.514(d), (e), and (f)].....	3-13
	Timeframe for Determination of Citizenship Status [24 CFR 5.508(g)].....	3-13
3-II.C.	Social Security Numbers [24 CFR 5.216 and 5.218].....	3-14
3-II.D.	Family Consent to Release of Information [24 CFR 5.230, HCV GB, p. 5-13].....	3-14
3-II.E.	Students Enrolled In Institutions of Higher Education [24 CFR 5.612 and FR Notice 4/10/06].....	3-14
	Definitions.....	3-15
	Determining Student Eligibility.....	3-16
PART III:	DENIAL OF ASSISTANCE.....	3-18
3-III.A.	Overview.....	3-18
	Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35].....	3-18
	Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), 24 CFR 5.2005(b)].....	3-18
3-III.B.	Mandatory Denial of Assistance [24 CFR 982.553(a)].....	3-18
3-III.C.	Other Permitted Reasons for Denial of Assistance.....	3-19
	Criminal Activity [24 CFR 982.553].....	3-20
	Previous Behavior in Assisted Housing [24 CFR 982.552(c)].....	3-20
3-III.D.	Screening.....	3-21
	Screening for Eligibility.....	3-21
	Screening for Suitability as a Tenant [24 CFR 982.307].....	3-22
3-III.E.	Criteria for Deciding to Deny Assistance.....	3-23
	Evidence [24 CFR 982.553(c)].....	3-23
	Consideration of Circumstances [24 CFR 982.552(c)(2)].....	3-23
	Removal of a Family Member's Name from the Application [24 CFR 982.552(c)(2)(ii)].....	3-24
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)].....	3-24
3-III.F.	Notice of Eligibility or Denial.....	3-24

Administrative Plan -Table of Contents

3-III.G. Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, and Stalking	3-25
Notification	3-25
Documentation.....	3-25
Exhibit 3-1: Detailed Definitions Related to Disabilities	3-27
Person with Disabilities [24 CFR 5.403].....	3-27
Individual with Handicaps [24 CFR 8.3].....	3-28
Exhibit 3-2: Definition of Institution of Higher Education [20 U.S.C 1001 and 1002]	3-29
Eligibility of Students for Assisted Housing Under Section 8 of the U.S. Housing Act of 1937; Supplementary Guidance; Notice [Federal Register, April 10, 2006]	3-29

Administrative Plan -Table of Contents

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

PART I:	THE APPLICATION PROCESS	4-3
4-I.A.	Overview.....	4-3
4-I.B.	Applying for Assistance [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36].....	4-3
4-I.C.	Accessibility of the Application Process	4-5
	Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]	4-5
	Limited English Proficiency	4-5
4-I.D.	Placement on the Waiting List.....	4-5
	Ineligible for Placement on the Waiting List.....	4-5
	Eligible for Placement on the Waiting List	4-6
PART II:	MANAGING THE WAITING LIST.....	4-7
4-II.A.	Overview.....	4-7
4-II.B.	Organization of the Waiting List [24 CFR 982.204 and 205]	4-7
4-II.C.	Opening and Closing the Waiting List [24 CFR 982.206]	4-8
	Closing the Waiting List.....	4-8
	Reopening the Waiting List.....	4-8
4-II.D.	Family Outreach [HCV GB, pp. 4-2 to 4-4].....	4-8
4-II.E.	Reporting Changes in Family Circumstances.....	4-9
4-II.F.	Updating the Waiting List [24 CFR 982.204]	4-9
	Purging the Waiting List.....	4-9
	Removal from the Waiting List	4-10
PART III:	SELECTION FOR HCV ASSISTANCE	4-11
4-III.A.	Overview.....	4-11
4-III.B.	Selection and HCV Funding Sources	4-11
	Special Admissions [24 CFR 982.203]	4-11
	Targeted Funding [24 CFR 982.204(e)]	4-11
	Regular HCV Funding.....	4-11
4-III.C.	Selection Method	4-11
	Local Preferences [24 CFR 982.207; HCV p. 4-16]	4-11
	Income Targeting Requirement [24 CFR 982.201(b)(2)].....	4-12
	Order of Selection.....	4-12
4-III.D.	Notification of Selection.....	4-13
4-III.E.	The Application Interview	4-13
4-III.F.	Completing the Application Process	4-14

Administrative Plan -Table of Contents

Chapter 5 BRIEFINGS AND VOUCHER ISSUANCE

PART I:	BRIEFINGS AND FAMILY OBLIGATIONS	5-2
5-I.A.	Overview.....	5-2
5-I.B.	Briefing [24 CFR 982.301].....	5-2
	Notification and Attendance	5-2
	Oral Briefing [24 CFR 982.301(a)]	5-3
	Briefing Packet [24 CFR 982.301(b)]	5-3
	Additional Items to be Included in the Briefing Packet	5-4
5-I.C.	Family Obligations	5-5
	Time Frames for Reporting Changes Required by Family Obligations.....	5-5
	Family Obligations [24 CFR 982.551]	5-6
PART II:	SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....	5-9
5-II.A.	Overview.....	5-9
5-II.B.	Determining Family Unit (Voucher) Size [24 CFR 982.402]	5-9
5-II.C.	Exceptions to Subsidy Standards.....	5-10
5-II.D.	Voucher Issuance [24 CFR 982.302].....	5-11
5-II.E.	Voucher Term, Extensions, and Suspensions.....	5-11
	Voucher Term [24 CFR 982.303].....	5-11
	Extensions of Voucher Term [24 CFR 982.303(b)]	5-12
	Suspensions of Voucher Term [24 CFR 982.303(c)]	5-13
	Expiration of Voucher Term.....	5-13

Administrative Plan -Table of Contents

Chapter 6 INCOME AND SUBSIDY DETERMINATIONS [24 CFR Part 5, Subparts E and F; 24 CFR 982]

PART I:	ANNUAL INCOME.....	6-2
6-I.A.	Overview.....	6-2
6-I.B.	Household Composition and Income.....	6-3
	Summary of Income Included and Excluded by Person.....	6-3
	Temporarily Absent Family Members.....	6-3
	Family Members Permanently Confined for Medical Reasons.....	6-4
	Joint Custody of Dependents.....	6-4
	Caretakers for a Child.....	6-4
6-I.C.	Anticipating Annual Income.....	6-5
	Basis of Annual Income Projection.....	6-5
	Projecting Income.....	6-6
6-I.D.	Earned Income.....	6-7
	Types of Earned Income Included in Annual Income.....	6-7
	Types of Earned Income <u>Not</u> Counted in Annual Income.....	6-7
6-I.E.	Earned Income Disallowance for Persons with Disabilities [24 CFR 5.617].....	6-9
	Eligibility.....	6-9
	Calculation of the Disallowance.....	6-10
6-I.F.	Business Income [24 CFR 5.609(b)(2)].....	6-11
	Business Expenses.....	6-11
	Business Expansion.....	6-11
	Capital Indebtedness.....	6-12
	Negative Business Income.....	6-12
	Withdrawal of Cash or Assets from a Business.....	6-12
	Co-owned Businesses.....	6-12
6-I.G.	Assets [24 CFR 5.609(b)(3) and 24 CFR 5.603(b)].....	6-12
	Overview.....	6-12
	General Policies.....	6-13
	Types of Assets.....	6-15
6-I.H.	Periodic Payments.....	6-19
	Periodic Payments <u>Included</u> in Annual Income.....	6-19
	Lump-Sum Payments for the Delayed Start of a Periodic Payment.....	6-19
	Treatment of Overpayment Deductions from Social Security Benefits.....	6-19
	Periodic Payments <u>Excluded</u> from Annual Income.....	6-19
6-I.I.	Payments In Lieu of Earnings.....	6-20
6-I.J.	Welfare Assistance.....	6-20
	Overview.....	6-20
	Sanctions Resulting in the Reduction of Welfare Benefits [24 CFR 5.615].....	6-20

Administrative Plan -Table of Contents

6-I.K.	Periodic and Determinable Allowances [24 CFR 5.609(b)(7)]	6-21
	Alimony and Child Support.....	6-21
	Regular Contributions or Gifts	6-22
6-I.L.	Student Financial Assistance [24 CFR 5.609(b)(9)].....	6-22
	Student Financial Assistance <u>Included</u> in Annual Income	
	[24 CFR 5.609(b)(9) and FR 4/10/06].....	6-22
	Student Financial Assistance <u>Excluded</u> from Annual Income	
	[24 CFR 5.609(c)(6)]	6-23
6-I.M.	Additional Exclusions From Annual Income	6-23
PART II:	ADJUSTED INCOME.....	6-25
6-II.A.	Introduction.....	6-25
	Overview.....	6-25
	Anticipating Expenses	6-25
6-II.B.	Dependent Deduction	6-25
6-II.C.	Elderly or Disabled Family Deduction	6-26
6-II.D.	Medical Expenses Deduction [24 CFR 5.611(a)(3)(i)]	6-26
	Definition of <i>Medical Expenses</i>	6-26
	Summary of Allowable Medical Expenses from IRS	
	Publication 502	6-26
	Families That Qualify for Both Medical and Disability	
	Assistance Expenses	6-27
6-II.E.	Disability Assistance Expenses Deduction [24 CFR 5.603(b) and	
	24 CFR 5.611(a)(3)(ii)]	6-27
	Earned Income Limit on the Disability Assistance	
	Expense Deduction	6-27
	Eligible Disability Expenses.....	6-27
	Necessary and Reasonable Expenses.....	6-28
	Families That Qualify for Both Medical and Disability	
	Assistance Expenses	6-28
6-II.F.	Child Care Expense Deduction.....	6-29
	Clarifying the Meaning of <i>Child</i> for This Deduction	6-29
	Qualifying for the Deduction.....	6-29
	Earned Income Limit on Child Care Expense Deduction	6-30
	Eligible Child Care Expenses	6-31

Administrative Plan -Table of Contents

PART III:	CALCULATING FAMILY SHARE AND PHA SUBSIDY	6-32
6-III.A.	Overview of Rent and Subsidy Calculations	6-32
	TTP Formula [24 CFR 5.628]	6-32
	Family Share [24 CFR 982.305(a)(5)].....	6-32
	PHA Subsidy [24 CFR 982.505(b)].....	6-32
	Utility Reimbursement [24 CFR 982.514(b)].....	6-33
6-III.B.	Financial Hardships Affecting Minimum Rent [24 CFR 5.630]	6-33
	Overview.....	6-33
	HUD-Defined Financial Hardship.....	6-33
	Implementation of Hardship Exemption	6-34
6-III.C.	Applying Payment Standards [24 CFR 982.505]	6-36
	Overview.....	6-36
	Changes in Payment Standards.....	6-36
	Reasonable Accommodation	6-37
6-III.D.	Applying Utility Allowances [24 CFR 982.517].....	6-37
	Overview.....	6-37
	Reasonable Accommodation	6-37
	Utility Allowance Revisions.....	6-38
6-III.E.	Prorated Assistance for Mixed Families [24 CFR 5.520].....	6-38
Exhibit 6-1:	Annual Income Inclusions	6-39
	HHS Definition of "Assistance"	6-40
Exhibit 6-2:	Annual Income Exclusions	6-42
Exhibit 6-3:	Treatment of Family Assets	6-45
Exhibit 6-4:	Earned Income Disallowance for Persons with Disabilities	6-46
Exhibit 6-5:	The Effect of Welfare Benefit Reduction	6-48

Administrative Plan -Table of Contents

Chapter 7

VERIFICATION

[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230, Notice PIH 2010-19]

PART I:	GENERAL VERIFICATION REQUIREMENTS	7-2
7-I.A.	Family Consent to Release of Information [24 CFR 982.516 and 982.551, 24 CFR 5.230].....	7-2
	Consent Forms	7-2
	Penalties for Failing to Consent [24 CFR 5.232]	7-2
7-I.B.	Overview of Verification Requirements.....	7-2
	HUD’s Verification Hierarchy [Notice PIH 2010-19]	7-2
	Requirements for Acceptable Documents	7-3
	File Documentation	7-3
7-I.C.	Up-Front Income Verification (UIV)	7-3
	Upfront Income Verification Using HUD’s Enterprise Income Verification (EIV) System (Mandatory).....	7-4
	Upfront Income Verification Using Non-HUD Systems (Optional)	7-6
7-I.D.	Third-Party Written and Oral Verification	7-6
	Written Third-Party Verification [Notice PIH 2010-19]	7-6
	Written Third-Party Verification Form	7-7
	Oral Third-Party Verification [Notice PIH 2010-19]	7-7
	When Third-Party Verification is Not Required [Notice PIH 2010-19]	7-7
7-I.E.	Self-Certification	7-8
PART II:	VERIFYING FAMILY INFORMATION.....	7-9
7-II.A.	Verification of Legal Identity	7-9
7-II.B.	Social Security Numbers [24 CFR 5.216 and Notice PIH 2010-19].....	7-9
7-II.C.	Documentation of Age.....	7-11
7-II.D.	Family Relationships	7-11
	Marriage.....	7-11
	Separation or Divorce	7-12
	Absence of Adult Member.....	7-12
	Foster Children and Foster Adults.....	7-12
7-II.E.	Verification of Student Status.....	7-12
	General Requirements	7-12
	Restrictions on Assistance to Students Enrolled in Institutions of Higher Education.....	7-13
7-II.F.	Documentation of Disability.....	7-14
	Family Members Receiving SSA Disability Benefits	7-14
	Family Members Not Receiving SSA Disability Benefits	7-14
7-II.G.	Citizenship or Eligible Immigration Status [24 CFR 5.508]	7-15
	Overview.....	7-15
	U.S. Citizens and Nationals.....	7-15
	Eligible Immigrants	7-15
7-II.H.	Verification of Preference Status.....	7-16

Administrative Plan -Table of Contents

PART III:	VERIFYING INCOME AND ASSETS	7-17
7-III.A.	Earned Income	7-17
	Tips	7-17
7-III.B.	Business and Self Employment Income	7-17
7-III.C.	Periodic Payments and Payments In Lieu of Earnings	7-18
	Social Security/SSI Benefits.....	7-18
7-III.D.	Alimony or Child Support	7-18
7-III.E.	Assets and Income From Assets	7-19
	Assets Disposed of for Less than Fair Market Value	7-19
7-III.F.	Net Income From Rental Property.....	7-19
7-III.G.	Retirement Accounts	7-20
7-III.H.	Income From Excluded Sources	7-20
7-III.I.	Zero Annual Income Status	7-20
7-III.J.	Student Financial Assistance	7-21
7-III.K.	Parental Income of Students Subject to Eligibility Restrictions.....	7-21
PART IV:	VERIFYING MANDATORY DEDUCTIONS	7-23
7-IV.A.	Dependent and Elderly/Disabled Household Deductions.....	7-23
	Dependent Deduction	7-23
	Elderly/Disabled Family Deduction	7-23
7-IV.B.	Medical Expense Deduction	7-23
	Amount of Expense	7-23
	Eligible Household	7-24
	Qualified Expenses	7-24
	Unreimbursed Expenses	7-24
	Expenses Incurred in Past Years.....	7-24
7-IV.C.	Disability Assistance Expenses	7-24
	Amount of Expense	7-24
	Family Member is a Person with Disabilities.....	7-25
	Family Member(s) Permitted to Work	7-25
	Unreimbursed Expenses	7-26
7-IV.D.	Child Care Expenses.....	7-26
	Eligible Child.....	7-26
	Unreimbursed Expense.....	7-26
	Pursuing an Eligible Activity	7-26
	Allowable Type of Child Care.....	7-27
	Reasonableness of Expenses.....	7-27
Exhibit 7-1:	Summary of Documentation Requirements for Noncitizens [HCV GB, pp. 5-9 and 5-10].....	7-29

Administrative Plan -Table of Contents

**Chapter 8
HOUSING QUALITY STANDARDS AND RENT REASONABLENESS
DETERMINATIONS**

[24 CFR 982 Subpart I and 24 CFR 982.507]

PART I:	PHYSICAL STANDARDS	8-2
8-I.A.	General HUD Requirements.....	8-2
	HUD Performance and Acceptability Standards.....	8-2
	Tenant Preference Items.....	8-2
	Modifications to Provide Accessibility.....	8-3
8-I.B.	Additional Local Requirements.....	8-3
	Thermal Environment [HCV GB p.10-7].....	8-3
	Clarifications of HUD Requirements.....	8-4
8-I.C.	Life Threatening Conditions [24 CFR 982.404(a)].....	8-5
8-I.D.	Owner and Family Responsibilities [24 CFR 982.404].....	8-6
	Family Responsibilities.....	8-6
	Owner Responsibilities.....	8-6
8-I.E.	Special Requirements for Children with Environmental Intervention Blood Lead Level [24 CFR 35.1225].....	8-7
8-I.F.	Violation of HQS Space Standards [24 CFR 982.403].....	8-7
PART II:	THE INSPECTION PROCESS	8-8
8-II.A.	Overview [24 CFR 982.405].....	8-8
	Types of Inspections.....	8-8
	Inspection of PHA-owned Units [24 CFR 982.352(b)].....	8-8
	Inspection Costs.....	8-8
	Notice and Scheduling.....	8-9
	Owner and Family Inspection Attendance.....	8-9
8-II.B.	Initial HQS Inspection [24 CFR 982.401(a)].....	8-9
	Timing of Initial Inspections.....	8-9
	Inspection Results and Reinspections.....	8-10
	Utilities.....	8-10
	Appliances.....	8-10
8-II.C.	Annual HQS Inspections [24 CFR 982.405(a)].....	8-10
	Scheduling the Inspection.....	8-10
8-II.D.	Special Inspections [HCV GB p. 10-30].....	8-11
8-II.E.	Quality Control Inspections [24 CFR 982.405(b), HCV GB p. 10-32].....	8-11
8-II.F.	Inspection Results and Reinspections for Units Under HAP Contract.....	8-11
	Notification of Corrective Actions.....	8-11
	Extensions.....	8-12
	Reinspections.....	8-12
8-II.G.	Enforcing Owner Compliance.....	8-13
	HAP Abatement.....	8-13
	HAP Contract Termination.....	8-13
8-II.H.	Enforcing Family Compliance with HQS [24 CFR 982.404(b)].....	8-14

Administrative Plan -Table of Contents

PART III:	RENT REASONABLENESS [24 CFR 982.507].....	8-15
8-III.A.	Overview.....	8-15
	PHA-owned Units [24 CFR 982.352(b)].....	8-15
8-III.B.	When Rent Reasonableness Determinations Are Required.....	8-15
	Owner-initiated Rent Determinations.....	8-15
	PHA- and HUD-Initiated Rent Reasonableness Determinations ...	8-16
8-III.C.	How Comparability Is Established	8-16
	Factors to Consider	8-16
	Units that Must Not be Used as Comparables	8-16
	Rents Charged for Other Units on the Premises	8-17
8-III.D.	PHA Rent Reasonableness Methodology	8-17
	How Market Data is Collected	8-17
	How Rents are Determined.....	8-17
Exhibit 8-1:	Overview of HUD Housing Quality Standards	8-22
Exhibit 8-2:	Summary of Tenant Preference Areas Related to Housing Quality	8-25

Administrative Plan -Table of Contents

Chapter 9 GENERAL LEASING POLICIES

9-I.A.	Tenant Screening	9-2
9-I.B.	Requesting Tenancy Approval [Form HUD-52517]	9-2
9-I.C.	Owner Participation	9-4
9-I.D.	Eligible Units	9-4
	Ineligible Units [24 CFR 982.352(a)].....	9-4
	PHA-Owned Units [24 CFR 982.352(b)].....	9-4
	Special Housing Types [24 CFR 982 Subpart M].....	9-4
	Duplicative Assistance [24 CFR 982.352(c)].....	9-5
	Housing Quality Standards (HQS) [24 CFR 982.305 and 24 CFR 982.401]	9-5
	Unit Size	9-5
	Rent Reasonableness [24 CFR 982.305 and 24 CFR 982.507].....	9-5
	Rent Burden [24 CFR 982.508].....	9-6
9-I.E.	Lease and Tenancy Addendum.....	9-6
	Lease Form and Tenancy Addendum [24 CFR 982.308].....	9-6
	Lease Information [24 CFR 982.308(d)]	9-6
	Term of Assisted Tenancy	9-7
	Security Deposit [24 CFR 982.313 (a) and (b)]	9-7
	Separate Non-Lease Agreements between Owner and Tenant.....	9-7
	PHA Review of Lease	9-8
9-I.F.	Tenancy Approval [24 CFR 982.305]	9-9
9-I.G.	HAP Contract Execution [24 CFR 982.305]	9-10
9-I.H.	Changes in Lease or Rent [24 CFR 982.308].....	9-11

Administrative Plan -Table of Contents

Chapter 10

MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

PART I:	MOVING WITH CONTINUED ASSISTANCE	10-2
10-I.A.	Allowable Moves.....	10-2
10-I.B.	Restrictions On Moves	10-3
	Denial of Moves	10-3
	Restrictions on Elective Moves [24 CFR 982.314(c)].....	10-4
10-I.C.	Moving Process	10-4
	Notification.....	10-4
	Approval	10-4
	Reexamination of Family Income and Composition	10-5
	Voucher Issuance and Briefing.....	10-5
	Housing Assistance Payments [24 CFR 982.311(d)]	10-5
PART II:	PORTABILITY	10-6
10-II.A.	Overview.....	10-6
10-II.B.	Initial PHA Role	10-6
	Allowable Moves under Portability.....	10-6
	Determining Income Eligibility.....	10-7
	Reexamination of Family Income and Composition	10-7
	Briefing.....	10-8
	Voucher Issuance and Term	10-8
	Voucher Extensions and Expiration	10-8
	Preapproval Contact with the Receiving PHA	10-9
	Initial Notification to the Receiving PHA	10-9
	Sending Documentation to the Receiving PHA	10-9
	Initial Billing Deadline [Notice PIH 2011-3]	10-10
	Monthly Billing Payments [24 CFR 982.355(e), Notice PIH 2011-3]	10-10
	Annual Updates of Form HUD-50058	10-11
	Denial or Termination of Assistance [24 CFR 982.355(c)(9)].....	10-11
10-II.C.	Receiving PHA Role.....	10-11
	Responding to Initial PHA’s Request.....	10-11
	Initial Contact with Family	10-11
	Briefing	10-12
	Income Eligibility and Reexamination	10-12
	Voucher Issuance.....	10-12
	Notifying the Initial PHA	10-13
	Administering a Portable Family’s Voucher	10-14
	Absorbing a Portable Family	10-16

Administrative Plan -Table of Contents

Chapter 11 REEXAMINATIONS

PART I:	ANNUAL REEXAMINATIONS [24 CFR 982.516].....	11-2
	11-I.A. Overview.....	11-2
	11-I.B. Scheduling Annual Reexaminations.....	11-2
	Notification of and Participation in the Annual Reexamination Process.....	11-2
	11-I.C. Conducting Annual Reexaminations	11-3
	11-I.D. Determining Ongoing Eligibility of Certain Students [24 CFR 982.552(b)(5)].....	11-4
	11-I.E. Effective Dates.....	11-5
PART II:	INTERIM REEXAMINATIONS [24 CFR 982.516].....	11-6
	11-II.A. Overview.....	11-6
	11-II.B. Changes In Family and Household Composition	11-6
	New Family Members <u>Not</u> Requiring Approval	11-6
	New Family and Household Members Requiring Approval	11-6
	Departure of a Family or Household Member.....	11-7
	11-II.C. Changes Affecting Income or Expenses.....	11-8
	PHA-Initiated Interim Reexaminations	11-8
	Family-Initiated Interim Reexaminations.....	11-8
	11-II.D. Processing the Interim Reexamination	11-9
	Method of Reporting.....	11-9
	Effective Dates.....	11-9
PART III:	RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT	11-11
	11-III.A. Overview.....	11-11
	11-III.B. Changes In Payment Standards and Utility Allowances	11-11
	Payment Standards [24 CFR 982.505]	11-11
	Subsidy Standards [24 CFR 982.505(c)(4)]	11-11
	Utility Allowances [24 CFR 982.517(d)]	11-12
	11-III.C. Notification of New Family Share and HAP Amount.....	11-12
	11-III.D. Discrepancies.....	11-12

Administrative Plan -Table of Contents

Chapter 12

TERMINATION OF ASSISTANCE AND TENANCY

PART I:	 GROUND S FOR TERMINATION OF ASSISTANCE	12-2
	12-I.A. Overview.....	12-2
	12-I.B. Family No Longer Requires Assistance [24 CFR 982.455].....	12-2
	12-I.C. Family Chooses to Terminate Assistance.....	12-2
	12-I.D. Mandatory Termination of Assistance.....	12-2
	Eviction [24 CFR 982.552(b)(2) , 24 CFR 5.2005(c)(1)].....	12-2
	Failure to Provide Consent [24 CFR 982.552(b)(3)].....	12-3
	Failure to Document Citizenship [24 CFR 982.552(b)(4) and 24 CFR 5.514(c)]	12-3
	Failure to Provide Social Security Documentation [24 CFR 5.218(c), Notice PIH 2010-12]	12-3
	Methamphetamine Manufacture or Production [24 CFR 983.553(b)(1)(ii)].....	12-4
	Failure of Students to Meet Ongoing Eligibility Requirements [24 CFR 982.552(b)(5) and FR 4/10/06].....	12-4
	Death of the Sole Family Member [24 CFR 982.311(d) and Notice PIH 2010-9].....	12-4
	12-I.E. Mandatory Policies and Other Authorized Terminations	12-4
	Mandatory Policies [24 CFR 982.553(b) and 982.551(l)].....	12-4
	Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c) , 24 CFR 5.2005(c)].....	12-5
PART II:	 APPROACH TO TERMINATION OF ASSISTANCE.....	12-9
	12-II.A. Overview.....	12-9
	12-II.B. Method of Termination [24 CFR 982.552(a)(3)]	12-9
	12-II.C. Alternatives to Termination of Assistance	12-9
	Change in Household Composition	12-9
	Repayment of Family Debts	12-9
	12-II.D. Criteria for Deciding to Terminate Assistance	12-9
	Evidence	12-9
	Consideration of Circumstances [24 CFR 982.552(c)(2)(i)].....	12-10
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]	12-11
	12-II.E. Terminations Related to Domestic Violence, Dating Violence, or Stalking.....	12-11
	VAWA Protections against Terminations	12-11
	Limitations on VAWA Protections [24 CFR 5.2005(d) and (e)]	12-12
	Documentation of Abuse [24 CFR 5.2007].....	12-13
	Terminating the Assistance of a Domestic Violence Perpetrator	12-13
	12-II.F. Termination Notice.....	12-13

Administrative Plan -Table of Contents

PART III:	TERMINATION OF TENANCY BY THE OWNER.....	12-15
	12-III.A. Overview.....	12-15
	12-III.B. Grounds for Owner Termination of Tenancy [24 CFR 982.310, 24 CFR 5.2005(c), and Form HUD-52641-A, Tenancy Addendum].....	12-15
	Serious or Repeated Lease Violations	12-15
	Violation of Federal, State, or Local Law	12-15
	Criminal Activity or Alcohol Abuse.....	12-15
	Other Good Cause.....	12-16
	12-III.C. Eviction [24 CFR 982.310(e) and (f) and Form HUD-52641-A, Tenancy Addendum]	12-16
	12-III.D. Deciding Whether to Terminate Tenancy [24 CFR 982.310(h), 24 CFR 982.310(h)(4)]......	12-17
	12-III.E. Effect of Tenancy Termination on the Family’s Assistance	12-18
	Exhibit 12-1: Statement of Family Obligations.....	12-19

Administrative Plan -Table of Contents

Chapter 13 OWNERS

PART I:	OWNERS IN THE HCV PROGRAM	13-2
13-I.A.	Owner Recruitment and Retention [HCV GB, pp. 2-4 to 2-6]	13-2
	Recruitment.....	13-2
	Retention.....	13-2
13-I.B.	Basic HCV Program Requirements	13-3
13-I.C.	Owner Responsibilities [24 CFR 982.452].....	13-5
13-I.D.	Owner Qualifications	13-6
	Owners Barred from Participation [24 CFR 982.306(a) and (b)]... ..	13-6
	Leasing to Relatives [24 CFR 982.306(d), HCV GB p. 11-2]	13-6
	Conflict of Interest [24 CFR 982.161; HCV GB p. 8-19]	13-6
	Owner Actions That May Result in Disapproval of a Tenancy Request [24 CFR 982.306(c)]	13-8
	Legal Ownership of Unit	13-9
13-I.E.	Non-Discrimination [HAP Contract – Form HUD-52641]	13-9
PART II:	HAP CONTRACTS.....	13-10
13-II.A.	Overview.....	13-10
13-II.B.	HAP Contract Contents	13-10
13-II.C.	HAP Contract Payments	13-11
	General.....	13-11
	Owner Certification of Compliance.....	13-12
	Late HAP Payments [24 CFR 982.451(a)(5)]	13-13
	Termination of HAP Payments [24 CFR 982.311(b)].....	13-14
13-II.D.	Breach of HAP Contract [24 CFR 982.453].....	13-15
13-II.E.	HAP Contract Term and Terminations.....	13-16
13-II.F.	Change In Ownership / Assignment of the HAP Contract [HUD-52641].....	13-17
13-II.G.	Foreclosure [HUD-52641 and Notice PIH 2010-49].....	13-18

Administrative Plan -Table of Contents

Chapter 14 PROGRAM INTEGRITY

PART I:	PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE	14-2
14-I.A.	Preventing Errors and Program Abuse	14-2
14-I.B.	Detecting Errors and Program Abuse	14-3
	Quality Control and Analysis of Data	14-3
	Independent Audits and HUD Monitoring	14-3
	Individual Reporting of Possible Errors and Program Abuse	14-3
14-I.C.	Investigating Errors and Program Abuse.....	14-4
	When the PHA Will Investigate	14-4
	Consent to Release of Information [24 CFR 982.516]	14-4
	Analysis and Findings.....	14-4
	Consideration of Remedies.....	14-4
	Notice and Appeals.....	14-5
PART II:	CORRECTIVE MEASURES AND PENALTIES	14-6
14-II.A.	Subsidy Under- or Overpayments	14-6
	Corrections.....	14-6
	Reimbursement.....	14-6
14-II.B.	Family-Caused Errors and Program Abuse	14-6
	Family Reimbursement to PHA [HCV GB pp. 22-12 to 22-13]	14-6
	PHA Reimbursement to Family [HCV GB p. 22-12].....	14-7
	Prohibited Actions	14-7
	Penalties for Program Abuse	14-7
14-II.C.	Owner-Caused Error or Program Abuse.....	14-8
	Owner Reimbursement to the PHA	14-8
	Prohibited Owner Actions	14-8
	Remedies and Penalties	14-9
14-II.D.	PHA-Caused Errors or Program Abuse.....	14-10
	Repayment to the PHA	14-10
	PHA Reimbursement to Family or Owner	14-10
	Prohibited Activities	14-10
14-II.E.	Criminal Prosecution	14-11
14-II.F.	Fraud and Program Abuse Recoveries	14-11

Administrative Plan -Table of Contents

Chapter 15 SPECIAL HOUSING TYPES [24 CFR 982 Subpart M]

PART I:	SINGLE ROOM OCCUPANCY [24 CFR 982.602 through 982.605]	15- 2
	15-I.A. Overview.....	15-2
	15-I.B. Payment Standard, Utility Allowance, and HAP Calculation	15-2
	15-I.C. Housing Quality Standards (HQS)	15-2
PART II:	CONGREGATE HOUSING [24 CFR 982.606 through 982.609].....	15-4
	15-II.A. Overview.....	15-4
	15-II.B. Payment Standard, Utility Allowance, and HAP Calculation	15-4
	15-II.C. Housing Quality Standards	15-4
PART III:	GROUP HOME [24 CFR 982.610 through 982.614 and HCV GB p. 7-4]	15-5
	15-III.A. Overview.....	15-5
	15-III.B. Payment Standard, Utility Allowance, and HAP Calculation	15-5
	15-III.C. Housing Quality Standards	15-6
PART IV:	SHARED HOUSING [24 CFR 982.615 through 982.618].....	15-7
	15-IV.I. Overview.....	15-7
	15-IV.B. Payment Standard, Utility Allowance and HAP Calculation	15-7
	15-IV.C. Housing Quality Standards	15-7
PART V:	COOPERATIVE HOUSING [24 CFR 982.619].....	15-9
	15-V.A. Overview.....	15-9
	15-V.B. Payment Standard, Utility Allowance and HAP Calculation	15-9
	15-V.C. Housing Quality Standards	15-9
PART VI:	MANUFACTURED HOMES [24 CFR 982.620 through 982.624]	15-10
	15-VI.A. Overview.....	15-10
	15-VI.B. Special Policies for Manufactured Home Owners	
	Who Lease A Space.....	15-10
	Family Income	15-10
	Lease and HAP Contract	15-10
	15-VI.C. Payment Standard, Utility Allowance and HAP Calculation	15-10
	Payment Standards.....	15-10
	Utility Allowance.....	15-10
	Space Rent	15-11
	Housing Assistance Payment.....	15-11
	Rent Reasonableness	15-11
	15-VI.D. Housing Quality Standards	15-11

Administrative Plan -Table of Contents

PART VII: HOMEOWNERSHIP [24 CFR 982.625 through 982.643].....	15-12
15-VII.A. Overview [24 CFR 982.625]	15-12
15-VII.B. Family Eligibility [24 CFR 982.627].....	15-12
15-VII.C. Selection of Families [24 CFR 982.626]	15-13
15-VII.D. Eligible Units [24 CFR 982.628].....	15-13
15-VII.E. Additional PHA Requirements for Search and Purchase [24 CFR 982.629]	15-14
15-VII.F. Homeownership Counseling [24 CFR 982.630]	15-15
15-VII.G. Home Inspections, Contract of Sale, and PHA Disapproval of Seller [24 CFR 982.631].....	15-15
Home Inspections	15-15
Contract of Sale	15-16
Disapproval of a Seller	15-16
15-VII.H. Financing [24 CFR 982.632]	15-16
15-VII.I. Continued Assistance Requirements; Family Obligations [24 CFR 982.633]	15-16
15-VII.J. Maximum Term of Homeowner Assistance [24 CFR 982.634].....	15-17
15-VII.K. Homeownership Assistance Payments and Homeownership Expenses [24 CFR 982.635]	15-18
15-VII.L. Portability [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553]	15-19
15-VII.M. Moving with Continued Assistance [24 CFR 982.637].....	15-19
15-VII.N. Denial or Termination of Assistance [24 CFR 982.638].....	15-20

Administrative Plan -Table of Contents

**Chapter 16
PROGRAM ADMINISTRATION**

PART I:	ADMINISTRATIVE FEE RESERVE [24 CFR 982.155]	16-2
PART II:	SETTING PROGRAM STANDARDS AND SCHEDULES	16-3
	16-II.A. Overview.....	16-3
	16-II.B. Payment Standards [24 CFR 982.503; HCV GB, Chapter 7].....	16-3
	Updating Payment Standards.....	16-3
	Exception Payment Standards [982.503(c)]	16-4
	Unit-by-Unit Exceptions [24 CFR 982.503(c)(2)(ii), 24 CFR 982.505(d), Notice PIH 2010-26]	16-4
	"Success Rate" Payment Standard Amounts [24 CFR 982.503(e)].....	16-5
	Decreases in the Payment Standard Below the Basic Range [24 CFR 982.503(d)]	16-5
	16-II.C. Utility Allowances [24 CFR 982.517].....	16-6
	Air Conditioning.....	16-6
	Reasonable Accommodation	16-6
	Utility Allowance Revisions.....	16-6
PART III:	INFORMAL REVIEWS AND HEARINGS	16-7
	16-III.A. Overview.....	16-7
	16-III.B. Informal Reviews.....	16-7
	Decisions Subject to Informal Review	16-7
	Notice to the Applicant [24 CFR 982.554(a)]	16-8
	Scheduling an Informal Review	16-8
	Informal Review Procedures [24 CFR 982.554(b)]	16-8
	Informal Review Decision [24 CFR 982.554(b)].....	16-8
	16-III.C. Informal Hearings for Participants [24 CFR 982.555]	16-9
	Decisions Subject to Informal Hearing.....	16-9
	Informal Hearing Procedures.....	16-10
	16-III.D. Hearing and Appeal Provisions for Noncitizens [24 CFR 5.514]	16-15
	Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]	16-15
	USCIS Appeal Process [24 CFR 5.514(e)].....	16-16
	Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]	16-16
	Informal Hearing Procedures for Residents [24 CFR 5.514(f)]	16-17
	Retention of Documents [24 CFR 5.514(h)]	16-18

Administrative Plan -Table of Contents

PART IV:	OWNER OR FAMILY DEBTS TO THE PHA	16-19
	16-IV.A. Overview.....	16-19
	16-IV.B. Repayment Policy	16-19
	Owner Debts to the PHA	16-19
	Family Debts to the PHA.....	16-19
	Repayment Agreement [24 CFR 792.103]	16-20
	General Repayment Agreement Guidelines for Families	16-20
	Repayment Agreements Involving Improper Payments	16-21
PART V:	MANAGEMENT ASSESSMENT (SEMAP)	16-22
	16-V.A. Overview.....	16-22
	16-V.B. SEMAP Certification [24 CFR 985.101].....	16-22
	HUD Verification Method.....	16-22
	16-V.C. SEMAP Indicators [24 CFR 985.3 and form HUD-52648]	16-23
	SEMAP Indicators Chart	16-23
PART VI:	RECORD KEEPING	16-27
	16-VI.A. Overview.....	16-27
	16-VI.B. Record Retention [24 CFR 982.158].....	16-27
	16-VI.C. Records Management	16-27
	Privacy Act Requirements [24 CFR 5.212 and Form-9886]	16-28
	Upfront Income Verification (UIV) Records	16-28
	Criminal Records	16-28
	Medical/Disability Records	16-29
	Documentation of Domestic Violence, Dating Violence, or Stalking	16-29
PART VII:	REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL.....	16-30
	16-VII.A. Overview.....	16-30
	16-VII.B. Reporting Requirement [24 CFR 35.1225(e)]	16-30
	16-VII.C. Data Collection and Record Keeping [24 CFR 35.1225(f)]	16-30
PART VIII:	DETERMINATION OF INSUFFICIENT FUNDING	16-31
	16-VIII.A. Overview	16-31
	16-VIII.B. Methodology	16-31

Administrative Plan -Table of Contents

PART IX: VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATION, DOCUMENTATION, CONFIDENTIALITY	16-32
16-IX.A. Overview	16-32
16-IX.B. Definitions [24 CFR 5.2003]	16-32
16-IX.C. Notification [24 CFR 5.2005(a)]	16-33
Notification to Public	16-33
Notification to Program Applicants and Participants [24 CFR 5.2005(a)(1)]	16-34
Notification to Owners and Managers [24 CFR 5.2005(a)(2)]	16-34
16-IX.D. Documentation [24 CFR 5.2007]	16-34
Conflicting Documentation [24 CFR 5.2007(e)]	16-35
Discretion to Require No Formal Documentation [24 CFR 5.2007(d)]	16-35
Failure to Provide Documentation	16-36
16-IX.E. CONFIDENTIALITY [24 CFR 5.2007(b)(4)]	16-36
Exhibit 16-1: Sample Notice to Housing Choice Voucher Applicants and Tenants Regarding the Violence Against Women Act (VAWA)	16-37
Exhibit 16-2: Sample Notice to Housing Choice Voucher Owners and Managers Regarding the Violence Against Women Act (VAWA)	16-40

Administrative Plan -Table of Contents

**Chapter 17
PROJECT-BASED VOUCHERS**

PART I:	GENERAL REQUIREMENTS	17-2
17-I.A.	Overview [24 CFR 983.5]	17-2
17-I.B.	Tenant-Based vs. Project-Based Voucher Assistance [24 CFR 983.2]	17-2
17-I.C.	Relocation Requirements [24 CFR 983.7].....	17-2
17-I.D.	Equal Opportunity Requirements [24 CFR 983.8]	17-3
PART II:	PBV OWNER PROPOSALS	17-4
17-II.A.	Overview.....	17-4
17-II.B.	Owner Proposal Selection Procedures [24 CFR 983.51].....	17-4
	Solicitation and Selection of PBV Proposals [24 CFR 983.51(b) and (c)]	17-4
	PHA-owned Units [24 CFR 983.51(e) and 983.59]	17-6
	PHA Notice of Owner Selection [24 CFR 983.51(d)].....	17-7
17-II.C.	Housing Type [24 CFR 983.52]	17-7
17-II.D.	Prohibition of Assistance for Certain Units.....	17-8
	Ineligible Housing Types [24 CFR 983.53]	17-8
	Subsidized Housing [24 CFR 983.54]	17-8
17-II.E.	Subsidy Layering Requirements [24 CFR 983.55, FR Notice 11/24/08, and FR Notice 7/9/10].....	17-8
17-II.F.	Cap On Number of PBV Units in Each Project	17-8
	25 Percent per Project Cap [24 CFR 983.56(a) , FR Notice 11/24/08].....	17-8
	Exceptions to 25 Percent per Project Cap [24 CFR 983.56(b) , FR Notice 11/24/08].....	17-8
	Promoting Partially-Assisted Buildings [24 CFR 983.56(c)].....	17-10
17-II.G.	Site Selection Standards	17-10
	Compliance with PBV Goals, Civil Rights Requirements, and HQS Site Standards [24 CFR 983.57(b)].....	17-10
	Existing and Rehabilitated Housing Site and Neighborhood Standards [24 CFR 983.57(d)].....	17-11
	New Construction Site and Neighborhood Standards [24 CFR 983.57(e)].....	17-11
17-II.H.	Environmental Review [24 CFR 983.58]	17-12

Administrative Plan -Table of Contents

PART III:	DWELLING UNITS.....	17-13
	17-III.A. Overview.....	17-13
	17-III.B. Housing Quality Standards [24 CFR 983.101].....	17-13
	Lead-based Paint [24 CFR 983.101(c)].....	17-13
	17-III.C. Housing Accessibility for Persons with Disabilities	17-13
	17-III.D. Inspecting Units	17-13
	Pre-selection Inspection [24 CFR 983.103(a)]	17-13
	Pre-HAP Contract Inspections [24 CFR 983.103(b)].....	17-13
	Turnover Inspections [24 CFR 983.103(c)].....	17-14
	Annual Inspections [24 CFR 983.103(d)]	17-14
	Other Inspections [24 CFR 983.103(e)]	17-14
	Inspecting PHA-owned Units [24 CFR 983.103(f)].....	17-14
PART IV:	REHABILITATED AND NEWLY CONSTRUCTED UNITS.....	17-15
	17-IV.A. Overview [24 CFR 983.151]	17-15
	17-IV.B. Agreement to Enter into HAP Contract.....	17-15
	Content of the Agreement [24 CFR 983.152(c)].....	17-15
	Execution of the Agreement [24 CFR 983.153, FR Notice 11/24/08]	17-16
	17-IV.C. Conduct of Development Work.....	17-16
	Labor Standards [24 CFR 983.154(b)]	17-16
	Equal Opportunity [24 CFR 983.154(c)].....	17-16
	Owner Disclosure [24 CFR 983.154(d) and (e)]	17-16
	17-IV.D. Completion of Housing.....	17-16
	Evidence of Completion [24 CFR 983.155(b)]	17-17
	PHA Acceptance of Completed Units [24 CFR 983.156].....	17-17
PART V:	HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)	17-18
	17-V.A. Overview.....	17-18
	17-V.B. HAP Contract Requirements	17-18
	Contract Information [24 CFR 983.203, FR Notice 11/24/08]	17-18
	Execution of the HAP Contract [24 CFR 983.204].....	17-18
	Term of HAP Contract [FR Notice 11/24/08]	17-19
	Remedies for HQS Violations [24 CFR 983.207(b)]	17-20
	17-V.C. Amendments to the HAP Contract	17-20
	Substitution of Contract Units [24 CFR 983.206(a)].....	17-20
	Addition of Contract Units [24 CFR 983.206(b)]	17-20
	17-V.D. HAP Contract Year, Anniversary and Expiration Dates [24 CFR 983.206(c) and 983.302(e)]	17-21
	17-V.E. Owner Responsibilities Under the HAP [24 CFR 983.209].....	17-21
	17-V.F. Additional HAP Requirements	17-21
	Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.207(a)]	17-21
	Vacancy Payments [24 CFR 983.352(b)].....	17-22

Administrative Plan -Table of Contents

PART VI:	SELECTION OF PBV PROGRAM PARTICIPANTS.....	17-23
	17-VI.A. Overview.....	17-23
	17-VI.B. Eligibility for PBV Assistance [24 CFR 983.251(a) and (b)]	17-23
	In-Place Families [24 CFR 983.251(b)]	17-23
	17-VI.C. Organization of the Waiting List [24 CFR 983.251(c)].....	17-24
	17-VI.D. Selection From the Waiting List [24 CFR 983.251(c)].....	17-24
	Income Targeting [24 CFR 983.251(c)(6)]	17-24
	Units with Accessibility Features [24 CFR 983.251(c)(7)].....	17-24
	Preferences [24 CFR 983.251(d), FR Notice 11/24/08]	17-24
	17-VI.E. Offer of PBV Assistance	17-25
	Refusal of Offer [24 CFR 983.251(e)(3)].....	17-25
	Disapproval by Landlord [24 CFR 983.251(e)(2)].....	17-25
	Acceptance of Offer [24 CFR 983.252]	17-25
	17-VI.F. Owner Selection of Tenants	17-26
	Leasing [24 CFR 983.253(a)]	17-26
	Filling Vacancies [24 CFR 983.254(a)].....	17-26
	Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)]	17-26
	17-VI.G. Tenant Screening [24 CFR 983.255]	17-27
	PHA Responsibility	17-27
	Owner Responsibility	17-27
PART VII:	OCCUPANCY.....	17-28
	17-VII.A. Overview.....	17-28
	17-VII.B. Lease [24 CFR 983.256].....	17-28
	Form of Lease [24 CFR 983.256(b)]	17-28
	Lease Requirements [24 CFR 983.256(c)]	17-28
	Tenancy Addendum [24 CFR 983.256(d)].....	17-29
	Initial Term and Lease Renewal [24 CFR 983.256(f) and 983.257(b)].....	17-29
	Changes in the Lease [24 CFR 983.256(e)].....	17-29
	Owner Termination of Tenancy [24 CFR 983.257]	17-29
	Security Deposits [24 CFR 983.258].....	17-30
	17-VII.C. Moves	17-30
	Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.259]	17-30
	Family Right to Move [24 CFR 983.260]	17-31
	17-VII.D. Exceptions to the Occupancy Cap [24 CFR 983.261, FR Notice 11/24/08]	17-31

Administrative Plan -Table of Contents

PART VIII: DETERMINING RENT TO OWNER	17-33
17-VIII.A. Overview.....	17-33
17-VIII.B. Rent Limits [24 CFR 983.301]	17-33
Certain Tax Credit Units	
[24 CFR 983.301(c) , FR Notice 11/24/08].....	17-33
Use of FMRs, Exception Payment Standards,	
and Utility Allowances [24 CFR 983.301(f)]	17-34
Redetermination of Rent	
[24 CFR 983.302, FR Notice 11/24/08]	17-34
PHA-owned Units [24 CFR 983.301(g)].....	17-35
17-VIII.C. Reasonable Rent [24 CFR 983.303]	17-35
When Rent Reasonable Determinations are Required.....	17-35
How to Determine Reasonable Rent.....	17-36
PHA-owned Units.....	17-36
Owner Certification of Reasonable Rent.....	17-36
17-VIII.D. Effect of Other Subsidy and Rent Control.....	17-36
Other Subsidy [24 CFR 983.304]	17-36
Rent Control [24 CFR 983.305]	17-37
PART IX: PAYMENTS TO OWNER.....	17-38
17-IX.A. Housing Assistance Payments [24 CFR 983.351].....	17-38
17-IX.B. Vacancy Payments [24 CFR 983.352].....	17-38
17-IX.C. Tenant Rent to Owner [24 CFR 983.353]	17-39
Tenant and PHA Responsibilities.....	17-39
Utility Reimbursements.....	17-39
17-IX.D. Other Fees and Charges [24 CFR 983.354].....	17-40
Meals and Supportive Services.....	17-40
Other Charges by Owner	17-40

Administrative Plan -Table of Contents

**Chapter 18
FAMILY SELF-SUFFICIENCY PROGRAM**

PART I: FAMILY DEMOGRAPHICS..... 18-1
PART II: ESTIMATE OF PARTICPANT FAMILIES..... 18-2
PART III: FSS FAMILY SELECTION PROCESS 18-2
PART IV: PROGRAM WAITING LIST..... 18-3
PART V: INCENTIVE TO ENCOURAGE PARTICIPATION..... 18-3
PART VI: OUTREACH EFFORTS..... 18-4
PART VII: FSS ACTIVITIES AND SUPPORTIVE SERVICES 18-4
PART VIII: METHOD FOR EDENTIFICAITON OF FAMILY SUPPORT NEEDS..... 18-5
PART IX: CONTRACT EXTENSTION POLICY..... 18-5
PART X: PROGRAM TERMINATION, WITHHOLDING OF SERVCES AND
AVAILABLE GRIEVANCE PROCEDURES..... 18-6
PART XI: ASSURANCE OF NON-INTERFERENCE WITH RIGHTS OF NON-
PARTICIPATING FAMILIES 18-7
PART XII: TIMETABLE FOR PROGRAM IMPLEMENTATION 18-7
PART XIII: ESCROW ACCOUNTS 18-7
PART XIV: PORTABILITY OF FSS CONTRACT AND ESCROW ACCUNT 18-7
PART XV: OPTIONAL INFORMATION..... 18-8

GLOSSARY